

## Property & Hand Receipt



Do you have a Hand Receipt Holder in Your CPAC?

Who does this for you?

Although CHRA does most of the equipment purchasing for us –  
Each facility is still accountable for Bar Coding, Tracking  
replacements, and Turn-Ins.

At your own Installation – contact the **Installation Property Book Officer**

Where does our equipment come from?

Most is purchased for us by CHRA.

Jenny Chung is our contact at CHRA.

She is very helpful when you receive new equipment and need the price in order to bar code it.

She needs to be kept in the loop if you replace a piece of equipment !!!

Our Service contract's are based on Serial Numbers ON the equipment. Jenny can tell you who to call for servicing on our equipment.

[jenny.chung@eis.army.mil](mailto:jenny.chung@eis.army.mil) - (703) 373 -1055



Your own Installation Property book Officer will give you the form numbers needed to request bar codes for new equipment and turn in old equipment.

Requesting Bar codes involves whatever form your property office requires.

Ours uses SIORI FORM 735-2

RIA Property Officer needs the Unit Cost, Serial Number(s), MFG/PN, MODEL, General Description, & Hand Receipt Number.

Once a bar code is assigned - the property officer goes into DPAS (Defense Property Accountability System) - and the property goes on your organization's hand receipt.

If a piece of equipment needs to be replaced:

1. Email our helpdesk to get it into HEAT.
2. When the new piece arrives, take the bar code off and put it on the new piece of equipment.
3. Contact Jenny Chung with the change (old and new serial number)



All malfunctioning equipment needs to be registered in HEAT.

HEAT is our way of telling headquarters which pieces of machinery are faulty.

We will enter the problem into HEAT for you - just email our helpdesk.

[helpdesk@cpocria.army.mil](mailto:helpdesk@cpocria.army.mil)



## Equipment Turn In



To Turn in old equipment (SIORI FORM 735-2)

Unit Cost, Serial Number(s), MFG/PN, MODEL, General Description, & Hand Receipt Number are entered on the form.

We remove our HARD DRIVES and DESTROY them.

Your local Property officer can explain the requirement for the paperwork concerning hard drive destruction and your local DOIM can advise you on how best to go about this.

Once your property officer then has the paperwork regarding what you are turning in, they have the equipment picked up and they remove it from your Hand Receipt.

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Contacts:

Defense Property Accountability System

<https://www.dpas.dod.mil/webdpas/index.htm>

DPAS – Database for your hand receipt! Requires DD FORM 2875

System Authorization Access Request – (SAAR) - 1 month.

Webtaads Site –

View your Organizations Authorization Document and mission at

[https://webtaads.belvoir.army.mil/secure/req\\_account.asp](https://webtaads.belvoir.army.mil/secure/req_account.asp)

(You must request an account to use this site) – 5 minutes online.

Leslie Carroll:

Chief Warrant Officer for Property - DSN 225-6166

At your own Installation – contact the **Installation Property Book Officer**